

Deficit Issue Details Instructions

Purpose

- To provide a distinct “decision point” developed by the agency for its budget request within which the agency requests a change in appropriation and/or personal service limitation for FY2012-13 for consideration by the Governor and Legislature. The change is relative to the current appropriation and personal service limit level for that particular year. Issues are categorized into Issue Types. They include Agency Issues (specific to the agency), IT Issues (an issue created to accompany an IT Project Proposal to be submitted to the NITC), and Multi-Agency Issues (an issue in which two or more agencies collaborate). Multi-Agency Issues are created by the State Budget Division and assigned at the request of an agency or agencies. See page 7 for more information regarding specific instructions for the current budget cycle.

Start-Up TIP

If any of the drop-down menus fail to show expected choices, you may need to have your **Security** settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

Getting Started

In the left-margin menu, click “**Issue Details**”. The **Issue Details** screen will load.

- Select the appropriate deficit budget cycle. **Budget Cycle** defaults to the current cycle.
- Select **Agency** and **Version** from the options that have been assigned to you (see Time-Saver Tip on the right margin).

Create a New Agency Issue

1. Select **Agency Issue** from the **Issue Type** drop-down menu and then select “New” from **Issue**.

- The system will enter NEW mode. While in NEW mode, you must enter the Issue Name and **Save** before you can select a different tab.

Time-Saver TIP

Set default options to avoid repetitive selections of **Agency** and **Version**.


Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

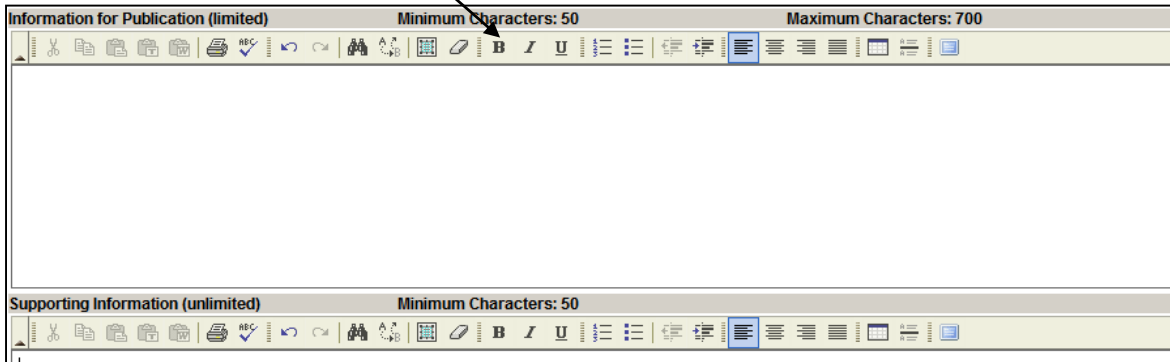
2. Enter **Issue Name** and **Description** for the Issue and click **Save**. The name of the Issue will now appear beside **Issue**.
3. Continuing on the issue's **Narrative** tab, begin to enter narrative information. See page 7 for content guidelines on each tab.
 - The narrative tab currently selected appears in the **information bar**.
 - Narrative tabs with two edit windows are limited to a pre-defined minimum and maximum number of characters based on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited window. The limited window is intended to be included in various standardized reports that will be generated from the system.






Formatting TIP


Avoid the use of **hard returns** when entering narrative text. Using hard returns prevents normal text “wrap” and hinders publication.

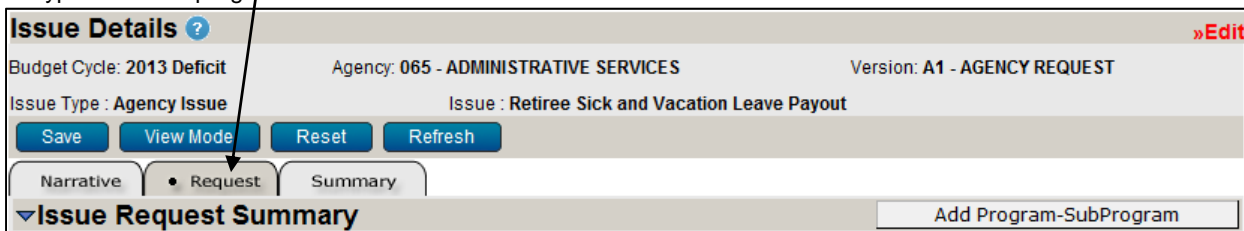
Deficit Issue Details Instructions

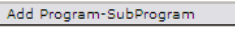
- The edit window **button bar** has standard word processing features. If any of the buttons look unfamiliar, point the mouse over the icon for a description of that feature. The  (i.e., **Maximize the Editor Size**) button toggles from full-screen editor mode to the normal screen.

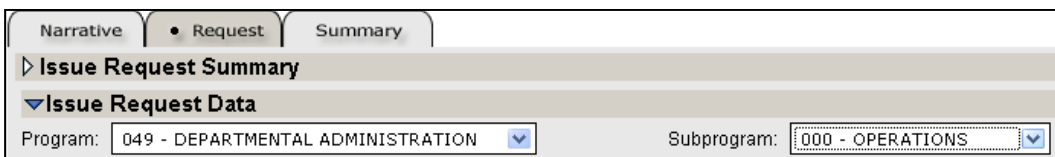



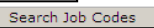
- Copy & Paste** text into the edit windows using either Ctrl-C and Ctrl-V features, or by using the   buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking .
- Attach supporting files** (e.g., organizational chart graphics, picture files, etc.) by clicking the  button to locate the desired file and then clicking the  button. All attachments will be available when the deficit request is published. Attachments should not be referenced in the limited *Information for Publication* edit window as the attachments will not be included with all reports.

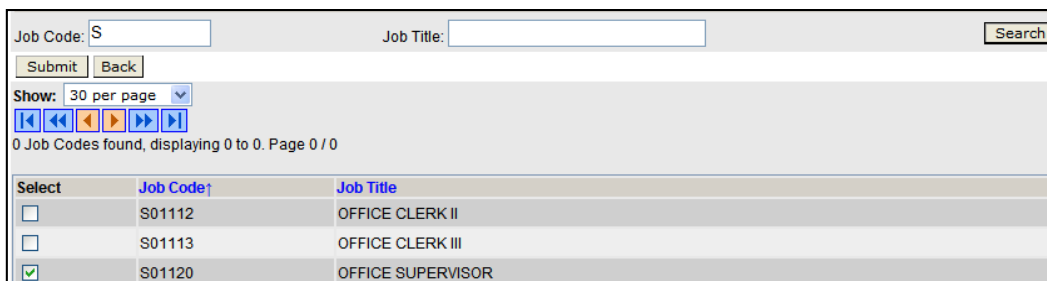
- Click  to commit the narrative entered to the database.
- Select the issue's **Request** tab to provide detailed financial information for the issue by Job Code, Object Code and Fund Type at the subprogram level.



- Begin adding **Issue Detail** (Program / Subprogram combinations) to the Issue:
 - Click  to add a Program / Subprogram to the Issue Detail.
 - You may add as many Program / Subprogram combinations as are needed.
 - Click on the Program / Subprogram link to load a specific Program / Subprogram combination.
- Select a **Program** and **Subprogram** to add job code, object code, and funding detail for that subprogram.



- To add Job Codes, either enter a known Job Code and click the  button; or click the  button to search by Job Code or Job Title.
 - On the search screen, the **Job Code** field will search for codes that begin with what is entered while the **Job Title** field will search for the characters entered anywhere in the Title. Click on **Search** button.



Select	Job Code	Job Title
<input type="checkbox"/>	S01112	OFFICE CLERK II
<input type="checkbox"/>	S01113	OFFICE CLERK III
<input checked="" type="checkbox"/>	S01120	OFFICE SUPERVISOR

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- You may select multiple Job Codes from the search results. Click **Submit** to return to the previous screen with the selected Job Code(s).
- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning a Job Code.

Issue Details ? » Edit

Budget Cycle: 2013 Deficit Agency: 065 - ADMINISTRATIVE SERVICES Version: A1 - AGENCY REQUEST

Issue Type: Agency Issue Issue: Retiree Sick and Vacation Leave Payout

Save View Mode Reset Refresh

Narrative • Request Summary

► **Issue Request Summary**

▼ **Issue Request Data**

Program: 509 - BUDGET DIVISION Subprogram: 001 - OPERATIONS

Copy Job Codes and Object Codes:

Issue Program/Subprogram: --Select **Copy »**

▼ **Permanent Salaries** Copy FY12 to FY13

Job Code: **Add**

Job Code↑	Job Title	FY12 FTE	FY12 Sal	FY13 FTE	FY13 Sal	Delete
G07091	IT SUPERVISOR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
X29222	REVENUE AGENT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Totals		0.00	\$0	0.00	\$0	

Time-Saver TIP #1
To copy all data from a previously created Issue Program/Subprogram combination, select the Program/Subprogram to copy and click on **Copy »** button.

Caution: This will overwrite all data for both fiscal years.

- Job Codes that are no longer necessary can be deleted by clicking the button.

- Enter FTE and Salary request amounts for the Job Code(s) added for the currently selected subprogram. Amounts entered are relative to the current appropriation and salary limit for the fiscal year (i.e. the amount requested for the appropriation to be changed).
 - Note that negative numbers may be entered.
 - If an FTE amount is entered, then a Salary amount is required.
 - Note that common salary-related Object Codes are added automatically if a Job Code is added.
- Click **Save** to commit the data entered to the database. The salary totals for each fiscal year will automatically be inserted into the 511100 Object Code.
- To add Object Codes, either enter a known **Object Code** and click the **Add** button; or click the **Search Object Codes** button to search by Job Code or Job Title.
 - On the search screen, the **Object Code** field will search for codes that begin with what is entered while the **Object Description** field will search for the characters entered anywhere in the description. Click on **Search**.
 - Use the Major Account drop-down to limit the search results.
 - You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with the selected Object Code(s).

Object Code: 521 Object Description: Major Account: --ALL-- **Search Reset**


Submit Back

Select	Object Code^	Object Description
<input type="checkbox"/>	521100	POSTAGE EXPENSE
<input type="checkbox"/>	521200	COM EXPENSE - VOICE/DATA
<input type="checkbox"/>	521290	COM EXPENSE - VOICE/DATA
<input type="checkbox"/>	521291	COM EXPENSE - VOICE/DATA
<input type="checkbox"/>	521300	FREIGHT EXPENSE
<input type="checkbox"/>	521400	DATA PROCESSING EXPENSE

- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning an Object Code.






CAUTION: You must click **Save** whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

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- Object Codes that are not needed can be deleted by clicking the  button.

Object Codes

Object Code: Add Search Object Codes

Object Code↑	Description	FY12 Request	FY13 Request	Delete
511100	PERMANENT SALARIES-WAGES	<input type="text" value="0"/>	<input type="text" value="24,000"/>	
515100	RETIREMENT PLANS EXPENSE	<input type="text"/>	<input type="text" value="1,500"/>	
515200	FICA EXPENSE	<input type="text"/>	<input type="text" value="1,600"/>	
515400	LIFE & ACCIDENT INS EXP	<input type="text"/>	<input type="text"/>	
515500	HEALTH INSURANCE EXPENSE	<input type="text"/>	<input type="text" value="12,550"/>	
516300	EMPLOYEE ASSISTANCE PRO	<input type="text"/>	<input type="text"/>	
Totals		<input type="text" value="\$0"/>	<input type="text" value="\$39,650"/>	

- Enter request amounts in the Object Code(s) added for the currently selected subprogram. Amounts entered are relative to the current appropriation for the fiscal year (i.e. the amount requested for the appropriation to be changed).
 - Note that negative numbers may be entered to indicate a reduction in the current appropriation.
 - Note that you may not delete the Object Code 511100. This Object Code will appear as long as Job Code(s) are shown under the Permanent Salaries section.

- Click to commit the data entered to the database.

- Enter **Funding** amounts for each fiscal year of the request. **NOTE: The 2013 Deficit cycle applies to FY13 changes only. No amounts should be entered for FY12.**
 - Funding amounts must be entered separately for Operations and Government Aid.
 - The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
 - The system requires that Operations and Government Aid object totals and funding all balance before the budget request can be submitted.
 - There are five Fund Types: General Fund, Cash Fund, Federal Fund, Revolving Fund, and Other Fund.

Funding
Enter Data In Percentages ☐ Change

Operations Funding		FY12 % FY12 Funding		FY13 % FY13 Funding	
Fund Type	Total				
General Fund	<input type="text" value="\$18,000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="45.40"/>	<input type="text" value="18,000"/>
Cash Fund	<input type="text" value="\$21,650"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="54.60"/>	<input type="text" value="21,650"/>
Federal Fund	<input type="text" value="\$0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revolving Fund	<input type="text" value="\$0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Fund	<input type="text" value="\$0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Operations Funding	<input type="text" value="\$39,650"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0"/>	<input type="text" value="100.00"/>	<input type="text" value="\$39,650"/>

Government Aid Funding		FY12 % FY12 Funding		FY13 % FY13 Funding	
Fund Type	Total				
General Fund	<input type="text" value="\$0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cash Fund	<input type="text" value="\$0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Federal Fund	<input type="text" value="\$0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revolving Fund	<input type="text" value="\$0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Fund	<input type="text" value="\$0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Aid Funding	<input type="text" value="\$0"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0"/>

Total Funding		FY12 % FY12 Funding		FY13 % FY13 Funding	
Fund Type	Total				
General Fund	<input type="text" value="\$18,000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="45.40"/>	<input type="text" value="18,000"/>
Cash Fund	<input type="text" value="\$21,650"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="54.60"/>	<input type="text" value="21,650"/>
Federal Fund	<input type="text" value="\$0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Revolving Fund	<input type="text" value="\$0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other Fund	<input type="text" value="\$0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="\$39,650"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0"/>	<input type="text" value="100.00"/>	<input type="text" value="\$39,650"/>
PSL Request	<input type="text" value="\$24,000"/>		<input type="text" value="\$0"/>		<input type="text" value="\$24,000"/>

Deficit Issue Details Instructions

- Funding may be entered by two methods, *Whole Dollar* or *Percentage*.
 - To change methods, check the box to enter data in percentages then click [Change](#).
 - Un-checking the box returns the system to the *Whole Dollar* entry method.
- i. *Whole Dollar* method
 - Enter amounts, by fund type.
 - Be sure to determine the amounts to be entered for Operations and Government Aid.
 - System will calculate totals and variance when [Refresh](#) or [Save](#) are clicked.
 - **NOTE:** System will only save data in dollar amounts, not the percentages.
- ii. *Percentage* Method
 - Enter percentage amount, by fund type.
 - If you enter amounts exceeding 100%, you will need to resolve the variance.
 - The system will calculate, based upon the respective object codes, the dollar amounts to be entered for both the Operations and Government Aid funding sections.
 - Upon [Refresh](#) or [Save](#), the system will calculate a dollar amount based upon the percentage. You may need to correct the effect of rounding using the *Whole Dollar* method
 - **NOTE:** System will only save data in dollar amounts, not the percentages.

15. Click [Save](#) to commit the data entered to the database and check for Variances.

- Variances do not need to be resolved in order to save. However all Variances must be resolved before your budget request can be submitted.

Variance	Total	FY12	FY13
Total Request	\$39,650	0	39,650
Total Funding	\$29,650	0	29,650
Variance	\$10,000	0	10,000


- The system will calculate the variance for the total in each fiscal year. Any variance will be highlighted with red shading.
- Use of the Percentage funding method may produce a variance due to rounding. To correct, use the *Whole Dollar* method.

16. Click [View Mode](#) to exit Edit Mode. While in View Mode you may switch to a different Issue to continue entering your budget request or change to a different screen from the left-margin menu.

NOTE: The Issue's **Summary** tab displays the Funding data in summary fashion, by year. No data entry is required on this screen.

Deficit Issue Details Instructions



Edit an Existing Issue

1. Select the desired **Issue Type** (this filters the Issue drop-down) and then select the **Issue** you wish to edit from the Issue drop-down menu. Click  to begin editing the issue.
 - Select the **Narrative**, **Request** or **Summary** tab as needed.
 - To load the request financial data for a specific Program / Subprogram combination which was previously entered, click the "program link" under the Program column in the **Issue Request Summary** section of the issue's **Request** tab.



The screenshot shows the 'Issue Details' form with the 'Request' tab selected. The 'Issue Request Summary' table displays financial data for two programs: 049 - DEPARTMENTAL ADMINISTRATION and 509 - BUDGET DIVISION. The table includes columns for Program, Subprogram, FY12 Request, and FY13 Request. Arrows from the instructions point to the 'Issue Type' dropdown, the 'Edit' button, and the program links in the table.

Program	Subprogram	FY12 Request	FY13 Request
049 - DEPARTMENTAL ADMINISTRATION	001 - CENTRAL FINANCE	\$0	\$25,600
509 - BUDGET DIVISION	001 - OPERATIONS	\$0	\$39,650
Total		\$0	\$65,250

- The currently selected Issue may be deleted by clicking the  button while the screen is in View Mode (also see the Issues Summary screen).
- You may delete a Program / Subprogram combination from the Issue in the **Issue Request Summary** section by clicking the  button while in Edit Mode.
- Follow steps 3-16 under Create a New Issue from above to edit an existing Issue.

Deficit Issue Details Instructions

Deficit Issue Details– Narrative Content

The deficit process provides for the Governor to make recommendations to the Legislature as to the deficiency funding requirements of the various agencies, boards, and commissions of State government. A Deficit Issue narrative should document a general description of the request, the rationale behind the request, the impact of the request and any statutory change that would be needed to implement the deficit request.

Description of Request – A brief description of the Deficit Issue including the relationship of the Deficit Issue to accomplishment of agency goals and program objectives. Identify how the request relates to or affects the performance measures identified for the affected program(s).

Rational for Request – Provide the reason why a change to appropriations would be needed and any steps taken by the agency to diminish the impact of the deficit.

Impact of Request – The agency should identify the quantitative and qualitative impacts, including:

- a. What services would be continued, adjusted or expanded?
- b. What client groups would be impacted?
- c. How will client groups be affected?
- d. What would happen if funding is not provided?

Statutory Changes (if Required) – The agency should provide suggested bill language for statutory changes that may be required if the Deficit Issue funding is provided.